

The City of Torrance is recruiting for

Management Aide (Intern II)

City Manager's Office

\$16.74 - \$20.35 per hour
(Non-Benefited)

The City of Torrance is looking for a dedicated, flexible individual with a sincere desire to be mentored in the area of municipal government while serving as a Management Aide in the **City Manager's Office**. The Management Aide provides support and assistance to management personnel and performs assignments ranging from routine administrative tasks to more complex and varied professional, confidential and specialized assignments. Job responsibilities may include research, report writing, data compilation and analysis, coordination of projects and programs, presentation and event preparation, assistance with day-to-day departmental operations and other related duties as needed. In this highly visible position, professionalism, flexibility and dedication are a must!

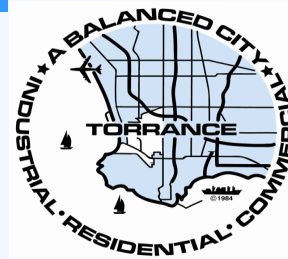
Education and Experience

The Management Aide is an entry-level position for **recent college graduates or Master's students**, preferably with a minimum of one year paid or unpaid experience in the public sector and an interest in pursuing a career in public administration.

Ideal Candidate

In Addition to the Education and Experience Outlined Above

- Demonstrate an understanding of principles and practices of office management and the equipment used
- Excellent oral and written skills and the ability to understand and follow complex written and oral instructions
- Ability to establish and maintain effective working relationships with associates and the public
- Proficiency in MS Office Word, Excel, PowerPoint, Access, desktop publishing, and graphic design knowledge is highly desirable
- Well organized, self starter who can work with minimum supervision



Schedule

- 20-25 hours per week
- Part-time work schedule, availability to work 2-3 full days per week preferred
- Required to work Tuesday's
- Required to work evenings and week-ends as needed
- Flexibility around school schedule

Application Process

Interested candidates must submit an online application which is available at <http://www.TorranceCA.Gov/Jobs/> and the following documents:

- Cover letter
- Resume
- Application
- Supplemental questionnaire

The filing period begins **Wednesday, October 7, 2015 at 7:30 a.m.** and closes **Wednesday, October 21, 2015 at 5:30 p.m.** Only those candidates whose training and experience **best** meet our requirements will be invited to the interview.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

If you have questions regarding this rewarding opportunity, please contact Brianne King, HR Technician, at 310.618.2915 or BKing@TorranceCA.Gov.

BK 15110971

Human Resources • 3231 Torrance Blvd. • Torrance, CA 90503 • www.TorranceCA.Gov

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City Manager's Office Management Aide Responsibilities

While the Management Aide needs to have flexibility in assisting in different areas, primary activity will center on administrative support to the City Manager's Staff. Responsibilities may include, but are not limited to the following areas:

- ☑ Council agenda preparation, processing agenda items written by others, assisting in presentations of agenda items
 - *Process weekly agenda items*
 - *Correspond with departments regarding questions or editing concerns*
 - *Frequently research and prepare agenda items and other agenda related materials*
 - *Follow-up with departments on the Council orals report*
 - *Follow-up with citizen concerns presented during Oral Communications at Council meetings*
- ☑ Citizen concerns
 - *Maintain citizen concern database, including monthly reports*
 - *Address citizen concerns as required on an on-going basis*
- ☑ Community Relations
 - *Assist with contributions to articles for various publications as needed*
 - *Assist with promotion of special events, to include input on design of marketing material*
- ☑ Economic Development and Land Management
 - *Assist with research and surveying as needed*
 - *Attend business visits and regional events*
- ☑ Labor negotiations
 - *Attend Employee Relations Committee Meetings*
 - *Assist in preparing for an executive session on meet and confer*
 - *Gathers data for meet and confer sessions*
 - *Track employee grievances*
- ☑ Legislation
 - *Track bills in the California Legislature using League of CA Cities bill tracker*
 - *Write at least three letters of support/opposition for Mayor's signature*
 - *Attend at least one Legislative Liaison meeting*
 - *Track all bills city has written a letter on in the current legislative session*
 - *Develop a dashboard summary of tracked legislation at the end of a legislative session*
- ☑ Special Events and Filming Office
 - *Provide assistance to and attend the Special Events Team meetings*
 - *Learn film permit processes*
- ☑ City Council Relations
 - *Assist City Council with recognizing public achievement*
 - *Provide and prepare tours for Torrance schools, student groups, and clubs*
- ☑ Other special projects/assignments to be determined
 - *Attend and take notes at special ad hoc committees, joint Council/Commission, and community meetings*
 - *Participate in inter-departmental teams*
 - *Work with various City Manager Office staff and Departments on special projects as assigned*

CITY OF TORRANCE
MANAGEMENT AIDE
SUPPLEMENTAL QUESTIONNAIRE
JC15110971

Please respond to the following questions. There are two things to keep in mind: your ability to communicate your skills and experience will be important in determining whether you are invited to interview with us; and, more is not necessarily better. You should review the position statement and the requirements listed in the job announcement before you complete this questionnaire. **Please keep answers concise.**

1. Please list and describe any previously held positions in the public sector.
2. Please describe any skills and experience relevant to the Management Aide position.
3. Describe your written communication skills in terms of your experience in presenting data, arguments, and analyses in writing, including the use of visual information such as charts, graphs, and tables.
4. Do you think your studies lack a practical component that may be provided by the City of Torrance? Please provide an example.
5. How will working for the City of Torrance provide a meaningful supplement to your studies?
6. What are the three most important factors that make you an effective, valued co-worker?
7. What is one major challenge facing individual cities and why? (Solution not required)